

Washington
Military
Department



Emergency
Management
Division

Effective Date: July 1, 2009

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E911 YEAR END SUPPLEMENTAL (YES) FUNDING DISTRIBUTION POLICY

**Cancels all previous E911 Below the Line Funding
Distribution Policies**

See Also:

WAC 118-66-050

E911 County Contract Policy

E911 County Regionalization Contract Policy

YEAR END SUPPLEMENTAL (YES) DISTRIBUTION POLICY

This policy applies to counties spending all local Enhanced 911 (E911) funds on E911 eligible items per WAC 118-66-050.

1. Background and Analysis

- a. Even though funds may be unexpended through county operation contracts, WAC eligible expenses still exist in the E911 Program.
- b. The State E911 Office places caps on certain eligible items in the county operation contract to ensure funding is available for eligible expenses. However, the counties may incur expenses greater than the caps allow.
- c. The current WAC allows funding of statewide service agreements and financial assistance to Washington State counties in the form of statewide dialing, basic service, and capital items.
- d. At the end of each fiscal year, the State E911 Office may distribute unused operational contract funds that were allocated for that fiscal year.
- e. At the end of a biennium, remaining unexpended funds from statewide services, county operations, and State Office expenses not specifically allocated for any dedicated projects in the next biennium may be distributed to the counties.

2. Decision

- a. All counties are eligible to receive YES funding, but must meet criteria in order to qualify.
- b. The State E911 Office will project ending wireline and wireless fund balances based on notification of adjustments to existing county contracts. Remaining projected funds at the end of each fiscal year within the county operations allocation shall be expended within the eligible items per WAC 118-66-050. That priority order is:

Priority 1 – If the operations contracts were only partially funded, then the remaining eligible elements will be funded for current operation contracts.

Priority 2 – Statewide Projects or Agreements

Should there be any pending Statewide Projects or projects planned for the next fiscal year, then funds will either be expended on or reserved for these projects. Remaining funds may also be allocated to projects in a future biennium.

Priority 3 – Carrier Cost Recovery/Additional County Operating Assistance

- a. Remaining funds may be distributed to eligible counties and to wireless carriers for cost recovery per RCW 38.52.540 in the following format:
 1. **Wireless Carrier Cost Recovery:** Up to 50 percent of the remaining Wireless revenue may be allocated to wireless carrier cost recovery. Wireless carriers may be eligible for a portion of their documented costs to provide Phase I and Phase II services within Washington State.
 2. **Additional County Assistance:** The State E911 Office may distribute remaining funds back to all counties by lifting the call receiver's salary cap. The counties will be required to provide their total call receiver costs (salary and benefits) based on the current wireline/wireless percentage split. For purpose of this policy, Call Receivers are defined as a person(s) whose primary function or at least 50 percent of their time is sitting at a console, hired, trained and prepared to answer 911 calls. Cost reimbursement can include part-time as well as full-time Call Receivers. Employees, whose primary function is something other than call receiving, but fill in on a relief or random basis, are not eligible under this policy.
- b. If the State E911 Office determines funds are available for YES funding, the County Contract will be amended.
- c. Counties that are eligible for the Operations Section of the County Contract qualify for the YES funding with the following conditions :
 1. By February 28 of the current contract period, counties shall have completed and submitted to the State E911 Office a mid-year review, noting any adjustments to their contract. The State E911 Office will only create amendments for counties that need an increase in funding.
 2. At the end of the fiscal year, if the unspent balance of a county contract exceeds the allowance margin, a penalty will be assessed. The dollar amount over the allowance margin will be deducted from the YES funding amount.
 - i. For contracts below \$100,000, the allowance margin is \$20,000
 - ii. For contracts above \$100,000, the allowance margin \$20,000 plus an additional 10 percent of the remaining contract amount above \$100,000.
 - iii. Examples are attached to this policy.
- d. Counties that are not otherwise eligible for the Operations Section of the County Contract may qualify for the YES funding with the following conditions:
 - i. Counties will supply documentation of total local revenue collected and revenue expended on WAC-eligible items.
 - ii. Any unspent local revenue amount will be deducted from the YES funding.

Approved by:

 9/22/09
Robert Oenning, State E911 Administrator

Attachment:

Allowance Margin Examples

**E911 YEAR END SUPPLEMENTAL (YES) DISTRIBUTION POLICY
ALLOWANCE MARGIN EXAMPLES**

EXAMPLE 1

Contract Under \$100,000 (\$20,000 allowance margin);

A county has a contract for \$80,000. In the mid-year review, the county determines that with an additional equipment purchase of \$45,500, possible increased revenues of \$10,000, and less \$20,000 in other expenses, \$95,500 is needed for the year. The State E911 Office does an amendment for a total contract balance of \$95,500, an increase of \$15,500.

The State E911 Office determines the maximum year end supplemental (YES) funding possible is \$50,000 per county. The State E911 Office amends the County Contract to add the YES funding.

At year end after the final expense report has been reviewed on the county contract, it is determined that the county actually spent \$71,625, which leaves \$23,875 unspent. The county is authorized \$20,000 as the allowance margin. The YES funding penalty would be equal to the unspent remainder minus the \$20,000; in this case, \$23,875 - \$20,000 = \$3,875. If the county is eligible to receive the maximum \$50,000, the amount would be reduced by \$3,875 resulting in the county receiving \$46,125 in YES funding.

\$	80,000	Original contract
\$	45,500	Additional equipment purchase
		Increased local revenue will pay for more expenses, requiring less state
\$	(10,000)	assistance
\$	(20,000)	Decreased/de-obligated amounts
\$	95,500	Amended contract amount
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\$	(71,625)	Total reimbursed to county for eligible expenses, end of fiscal year
\$	23,875	Unspent funds
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\$	20,000	Allowance margin
\$	3,875	Unspent funds less allowance margin = penalty
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\$	50,000	YES funding
\$	(3,875)	Penalty
\$	46,125	Reimbursement to county as YES funding

EXAMPLE 2

Contract above \$100,000 (\$20,000 plus 10 percent allowance margin)

A county has a contract for \$180,000. In the mid-year review, the County determines that with an additional equipment purchase of \$45,500, possible increased revenues of \$10,000, and less \$20,000 in expenses, \$195,500 is needed for the year. The State E911 Office does an amendment for a total contract balance of \$195,500, an increase of \$15,500.

The State E911 Office determines the maximum YES funding possible is \$50,000 per county. The State E911 Office amends the County Contract to add the YES funding. At year-end after the final expense report has been reviewed on the county contract, it is determined that the county actually spent \$146,625, which leaves \$48,875 unspent. As the contract balance is over \$100,000, the county's allowance margin is \$20,000 plus 10 percent of the contract amount above \$100,000 (\$9,550), which equals \$29,550. The YES funding penalty would be equal to the unspent remainder minus the allowance margin, in this case, \$48,875 - \$29,550 = \$19,325. If the county is eligible to receive the maximum \$50,000, the amount would be reduced by \$19,325 resulting in the county receiving \$30,675 in YES funding.

\$	180,000	Original contract
\$	45,500	Additional equipment purchase
		Increased local revenue will pay for more expenses, requiring less state
\$	(10,000)	assistance
\$	(20,000)	Decreased/de-obligated amounts
\$	195,500	Amended contract amount
\$	(146,625)	Total reimbursed to county for eligible expenses, end of fiscal year
\$	48,875	Unspent funds
\$	20,000	\$20,000 allowance margin for initial \$100,000
\$	9,550	plus 10 percent of contract amount above \$100,000
\$	29,950	Total allowance margin
\$	19,325	Unspent funds less allowance margin = penalty if number is positive
\$	50,000	YES funding
\$	(19,325)	Penalty
\$	30,675	Reimbursement to county as YES funding